

**Office of the State Public Defender  
Administrative Policies  
Human Resources**

<b>Subject:</b> Reimbursement for Personal Vehicle Use	<b>Policy No.:</b> 504
<b>Title</b>	<b>Pages:</b> 1
<b>Section:</b>	<b>Last Review Date:</b>
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**1. POLICY**

The Office of the State Public Defender has made considerable effort and financial investment in making state cars available in each office. Because of current budget constraints as well as the need to maximize the use of the state vehicles, the following policy is adopted.

**2. PROCEDURE**

- 2.1** An employee must use a state car when traveling on state business in any instance when a state car is available or when carpooling in a state car is an option.
- 2.2** If an employee chooses to drive their own vehicle *for any reason* when a state car is available, the employee will not be reimbursed for mileage.
- 2.3** An employee seeking mileage reimbursement when a state car is unavailable must attach appropriate documentation to the travel voucher. An example of suitable documentation would be an email from the person responsible for scheduling vehicle use stating the travel date, destination, and that a state car is unavailable on that date.

**3. CLOSING**

This policy shall be followed unless it conflicts with negotiated labor contracts or specific statutes, which shall take precedence to the extent applicable.

Questions about this policy can be directed to your supervisor or to the OPD Human Resource Officer at:

Office of the State Public Defender  
Administrative Service Division  
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